



Human Resource Department Summary of Full Time Employee Benefits

Health Insurance (withdrawn pre-tax)

➤ **Blue Cross Blue Shield**

Bi-weekly premium for single coverage: \$20.00

Bi-weekly premium for family coverage: \$45.00

***Dental Insurance** (withdrawn pre-tax)

➤ **Blue Cross Blue Shield**

Bi-weekly premium for single coverage: \$9.55

Bi-weekly premium for family coverage: \$32.88

* Can only be offered if the city has 50% participation from employees.

Medical Reimbursement Spending Account (MRSA)

- The MRSA allows you to pay for out-of-pocket health care expenses that are not 100% covered, or are ineligible expenses under your health care plan(s), using *pre-tax dollars*. These expenses might include out of pocket costs for various medical, dental, vision, and hearing services.

Life Insurance

- Immediate \$20, 000 at no cost to the employee
- Voluntary Life Insurance for spouse/child

Long Term Disability

- Benefit Percentage 60% of salary after 90 days elimination period
- Monthly Maximum Benefit Class 1 (Key Managers) - \$ 4, 000
- Monthly Maximum Benefit Class 2 (All other employees) - \$ 3, 000

Nationwide 457b Plan (withdrawn pre-tax)

- Optional Retirement Plan offered so that employees can automatically invest a portion of each paycheck in a retirement plan before paying taxes. You choose how the money is invested.

Afflack

- Accident Plan
- Cancer Plan
- Disability
- Specified Health Even
- Vision

Tennessee Consolidated Retirement System (TCRS)

- Retirement Plan offered at no cost to employee

Employee Assistance Program (EAP)

- Confidential benefit that offers employees and their families assistance with alcohol and drug dependency, mental or emotional illness, legal or financial problems, marital and/or inter-personal problems, personality disorders and other personal problems at no cost to them.

Paid Holidays

- | | |
|-----------------------------|-----------------------------|
| ➤ New Year's Day | Jan. 1 |
| ➤ Martin Luther King Day | Third Monday in January |
| ➤ Memorial Day | Last Monday in May |
| ➤ Independence Day | July 4 |
| ➤ Labor Day | First Monday in September |
| ➤ Thanksgiving Day | Fourth Thursday in November |
| ➤ Friday after Thanksgiving | Fourth Friday in November |
| ➤ Christmas Eve | Dec. 24 |
| ➤ Christmas | Dec. 25 |
| ➤ New Year's Eve | Dec. 31 |

Compensatory Time

- Employees who are classified as hourly and work overtime may elect to receive compensatory time rather than overtime pay. Compensatory time is earned at 1.5 times the actual time worked. Employees and their supervisor's must agree on a time for taking compensatory time that does not compromise the department's work objectives. Employees are encouraged to maintain eight (8) hours of comp time, but under no circumstances will they be allowed to bank more than sixteen (16) hours at a time.

Vacation Pay

- Vacation leave will be accrued from the second payroll of the month after date of hire and may be taken following the period of time in which it is earned.

Years of Service	Hours Earned per Month	Total Hours Earned Per year
1-5	8 hours	96 hours
6-10	12 hours	144 hours
11-20	16 hours	192 hours
over 20	20 hours	240 hours

Sick Pay

- Each regular full time employee will accrue sick leave at the rate of eight (8) hours per month regardless of seniority. Sick leave will be accrued from the first day of employment and may be taken following the period of time in which it is earned.

Incentive Pay

- Employees would be eligible for full incentive pay if they are hired as of January 1 in the calendar year of the payout. If they are hired after they will get half of the incentive pay.

Years of Service	Incentive Pay
1-5	1.5% of salary
6-10	2% of salary
11-20	2.25% of salary
over 20	2.5% of salary

- Key Manager Incentive: extra 1.5% of salary

Bereavement Pay

- Regular full-time employees shall be paid their regular straight-time wages for sixteen (16) hours following the death any of the immediate family members (see personnel manual definitions for a list). Additional paid time off will be taken from vacation or sick leave hours.

College Incentive Pay

- As an incentive for all full-time employees to continue their education, from an accredited educational institution, the city will offer a one-time bonus pay for employees with one or more years of service with the city.

<u>Degree</u>	<u>Amount of Pay</u>
GED	\$125
Associate's Degree	\$250
Bachelor's Degree	\$500
Master's Degree	\$1000

College incentive pay shall be remitted to the employee after each degree is earned.

Education Reimbursement

- Regular full time employees with one or more years of service with the city are eligible for education reimbursements. Employees must submit a written request with a proposed study curriculum to their key manager prior to the registration deadline for such classes. Requests will be considered for attendance at accredited colleges, universities, and business and technical schools for single courses or programs leading to a degree, certificate, or a General Equivalency Diploma (GED).

If the key manager approves the written request, then it will be sent to the City Manager. *If a written request is approved by the City Manager*, the employee shall receive reimbursement for the cost of registration, tuition, and books upon proof of successfully completing the course(s) based upon the following schedule:

100 percent reimbursement for a grade of A, B.
50% percent reimbursement for a grade of C; and
0 percent reimbursement for any other grade.

Employees are prohibited from receiving double-funding for education, i.e., from the city and from the Department of Veterans Affairs. Employees will be required to sign a statement verifying that the city is the sole source of outside funding.

When the employee completes such courses, he/she will provide an official transcript or report card and an itemization of reimbursable expenses (with receipts, if possible) to the Finance Manager for processing the reimbursement, which will be signed by the City Manager. The maximum amount of tuition reimbursement in one calendar year will be \$2,000 approved by the City Manager.

If an employee voluntarily separates from the city within two years of receiving educational or training expense reimbursement, the employee shall reimburse the city fifty (50) percent of the reimbursed amount before receiving his/her final paycheck.

Verizon Wireless Discount

- As an incentive for all employees, Verizon Wireless offers a 19% government discount on personal plans with Verizon Wireless. Forms are available for those interested.

Additional Benefits for Police Officers

Uniform Allowance

- \$1,000/year

Take home car

- If within 15 miles of City of Collegedale